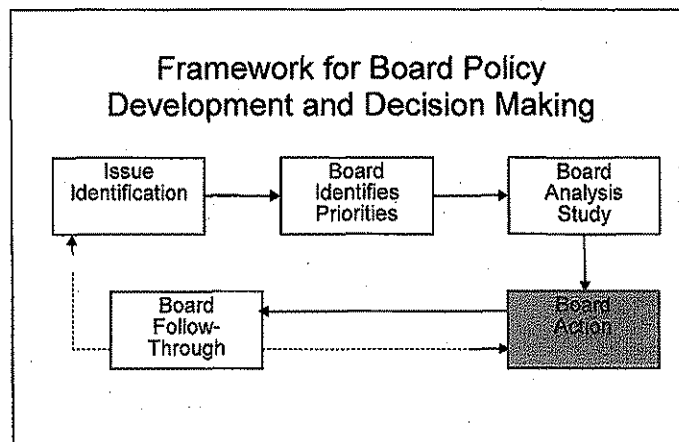


Iowa State Board of Education

Executive Summary

November 20, 2008



- Agenda Item:** Chapter 21 Rules, Community Colleges and Chapter 24, Community College Accreditation (Adopt)
- Iowa Goal:** (3) Individuals will pursue postsecondary education in order to drive economic success.
- Equity Impact Statement:** All community colleges are governed by these rules.
- Presenter:** None (Consent)
- Attachments:** 1
- Recommendation:** It is recommended that the State Board adopt and file the following amendments to these chapters.
- Background:** Notice of Intended Action was published in the August 27, 2008, Iowa Administrative Bulletin. A public hearing was held on September 19, 2008, and public comments were allowed until close of business on that same date. A total of 13 persons attended the public hearing.
- Only one comment was received pertinent to this rulemaking from which the Department made a change. A representative of the Des Moines Area Community College (DMACC) noted that both the terms "school term" and "traditional semester" are used in paragraph "a" of subrule 21.3(4), and that there should be consistency. The Department agrees, and has adjusted the language accordingly. Otherwise, these amendments are identical to those published under Notice.
- The other concerns raised questions about the underlying legislation itself. The Department cannot deviate in rulemaking from the language of the legislation, so no other changes to the rules are being made.

EDUCATION DEPARTMENT [281]
Adopted and Filed

Pursuant to the authority of Iowa Code section 256.7(5), the State Board of Education hereby proposes to amend Chapter 21, "Community Colleges," and Chapter 24, "Community College Accreditation," Iowa Administrative Code.

Items 1 to 5 and 10 to 12 address legislation in 2007 Iowa Acts, chapter 214, sections 21 to 23, and 2008 Iowa Acts, House File 2679, sections 27 to 29. The subject matter addressed deals with the Quality Faculty Committee established in Iowa Code section 260C.36, and accreditation standards regarding community college faculty. Until the Department completes the transfer of all agency rules regarding accreditation of community colleges to Chapter 24, certain rules appear in both Chapters 21 and 24.

Regarding Item 6, 2008, Iowa Acts, House File 2679, section 26, changed the formula by which funds allocated to the Department are distributed to all 15 community colleges to supplement faculty salaries. The former distribution formula was based on the proportional share of each community college's total salary expenditures in the instructional and instructional part-time categories in the education functions of liberal arts and sciences and vocational-technical to the total salary expenditures for all community colleges in such functions (pursuant to 2007 Iowa Acts, chapter 215, section 31). The new legislation states that the distribution formula shall be based on the number of full-time equivalent instructors employed by each community college in proportion to the total number of such instructors employed by all Iowa community colleges. Finally, the new legislation directed the State Board of Education to define by rule "eligible full-time equivalent instructor." The definition is the total of full-time faculty plus the fractions of part-time faculty who are covered by a collective bargaining agreement.

Items 7 to 9 incorporate the expansion in 2008 Iowa Acts, House File 2651, section 16, of the locations at which the course for drinking drivers may be offered to include the state correctional facilities listed in Iowa Code section 904.102 (presently those are the correctional institution for women, the Anamosa and Fort Madison penitentiaries, the Oakdale medical and classification center, the correctional facilities at Rockwell City, Mount Pleasant, Clarinda, Newton, and Fort

Dodge). The legislation also mandates that the Department of Education consult with the Departments of Public Health and Corrections for approval of such courses.

An agencywide waiver provision is provided in 281—Chapter 4.

Notice of Intended Action was published in the August 27, 2008, Iowa Administrative Bulletin as ARC #7090B. A public hearing was held on September 19, 2008, and public comments were allowed until close of business on that same date. The public hearing originated at the Grimes State Office Building and was simultaneously narrowcast at eight remote ICN sites. A total of 13 persons attended the public hearing. Only one comment was received pertinent to this rulemaking from which the Department made a change. A representative of the Des Moines Area Community College (DMACC) noted that both the terms "school term" and "traditional semester" are used in paragraph "a" of subrule 21.3(4), and that there should be consistency. The Department agrees, and has adjusted the language accordingly. Otherwise, these amendments are identical to those published under Notice.

The other public comments raised questions about the underlying legislation itself. The Department cannot deviate in rulemaking from the language of the legislation, so no other changes to the rules are being made. Those concerns question the appropriateness of adjunct faculty having professional development plans, of the burden on human resource officers of adjunct faculty having professional development plans, of adjunct faculty (and all instructors teaching credit coursework) being required to meet minimum faculty standards by July 1, 2011, and use of the term "media specialist" regarding quality faculty plans.

These amendments are intended to implement 2008 Iowa Acts, House File 2679, section 26; 2008 Iowa Acts, House File 2651, section 16; and Iowa Code sections 260C.36 and 260C.48(1) as amended by 2007 Iowa Acts, chapter 214, sections 21 to 23 (Senate File 588), and by 2008 Iowa Acts, House File 2679, sections 27 to 29.

The following amendments are adopted.

ITEM 1. Amend subrule **21.3(1)** as follows:

21.3(1) Minimum standards. Community college-employed instructors ~~teaching full-time who are under contract for at least half-time or more and teach~~ in career and technical education and ~~or arts and sciences shall meet minimum standards. By July 1, 2011, all instructors who teach in~~ career and technical education or arts and sciences shall meet minimum standards. In accordance with ~~2002 Iowa Acts, chapter 1047, section 8 Iowa Code Supplement section 260C.48(1) as amended by 2008 Iowa Acts, House File 2679,~~ standards shall at a minimum require that full-time community college instructors who are under contract for at least half-time or more, and by July 1, 2011, all instructors, meet the following requirements:

a. and b. No change.

c. ~~Full-time developmental~~ Developmental education and adult education instructors employed half-time or more may or may not meet minimum requirements depending on their teaching assignments and the relevancy of standards to the courses they are teaching and the transferability of such courses. If instructors are teaching credit courses reported in arts and sciences or career and technical education, it is recommended that these instructors meet minimum standards set forth in subrule 21.3(1), paragraph "a" or "b." By July 1, 2011, all instructors teaching credit courses designed to transfer or to complete a degree shall meet minimum standards.

ITEM 2. Amend subrule **21.3(2)**, definition of "Instructors meeting minimum requirements," as follows:

"Instructors meeting minimum requirements." A community college instructor meeting the minimum requirements of ~~2002 Iowa Acts, chapter 1047, section 8 Iowa Code Supplement section 260C.48(1) as amended by 2008 Iowa Acts, House File 2679,~~ is a ~~full-time~~ an instructor under contract for at least half-time or more, teaching college credit courses. Beginning July 1, 2011, a community college instructor meeting the minimum requirements is an instructor teaching college credit courses. Credit courses ~~should~~ shall meet requirements as specified in rule 281-21.2(260C), and meet program requirements for college parallel, career and technical education, and career-option programs as specified in rule 281-21.4(260C) and Iowa Code chapter 260C.

ITEM 3. Amend subrule **21.3(3)** as follows:

21.3(3) Accreditation status. ~~The results of the department of education's on-site visits required by Iowa Code subsections 260C.36(1)"h" and 260C.36(3) will be reported to each community college with information to be used in accreditation visits starting in year 2006. Beginning July 1, 2006, the~~ The state accreditation process shall incorporate the standards developed pursuant to 2002 Iowa Acts, chapter 1047, section 9 Iowa Code Supplement section 260C.36 as amended by 2008 Iowa Acts, House File 2679.

ITEM 4. Amend subrule **21.3(4)** as follows:

21.3(4) Faculty load.

- a. *College parallel.* The full-time teaching load of an instructor in college parallel programs shall not exceed a maximum of 16 credit hours per school term traditional semester or the equivalent. An instructor may also have a teaching assignment outside of the normal school hours; provided the instructor consents to this additional assignment and the total workload does not exceed the equivalent of 18 credit hours per school term within a traditional semester.
- b. *Career and technical education.* The full-time teaching load of an instructor in career and technical education programs shall not exceed six 6 hours per day, and an aggregate of 30 hours per week or the equivalent. An instructor may also teach the equivalent of an additional three 3 credit hours provided the instructor consents to this additional assignment. When the teaching assignment includes classroom subjects (nonlaboratory), consideration shall be given to establishing the teaching load more in conformity with that of paragraph "a" of this subrule.

ITEM 5. Amend subrule **21.3(6)** as follows:

21.3(6) Quality faculty plan. ~~By October 1, 2002, each~~ The community college must establish a quality faculty committee consisting of instructors and administrators to develop and maintain a plan for hiring and developing quality faculty. The committee must have equal representatives of arts and science sciences and career and technical faculty with no more than a simple majority of members of the same gender. Faculty must be appointed by the certified employee organization representing faculty, if any, and administrators must be appointed by the college's administration.

If no faculty-certified employee organization representing faculty exists, the faculty will be appointed by administration pursuant to Iowa Code subsection section 260C.48(4). The committee must submit the plan to the board of directors for consideration, approval and submittal to the department of education.

a. For purposes of this subrule, the following definitions shall apply.

(1) "Counselor" means those who are classified as counselors as defined in the college's collective bargaining agreement or written policy.

(2) "Media specialist" means those who are classified as media specialists as defined in the college's collective bargaining agreement or written policy.

a. b. The institutional quality faculty plan is applicable to all community college-employed faculty teaching college credit courses, counselors, and media specialists. The plan requirements may be differentiated for each type of employee. The plan shall include, at a minimum, each of the following components:

(1) An implementation schedule for the plan. The committee shall submit the plan to the board of directors, which shall consider the plan and, once approved, submit the plan to the department and implement the plan no later than July 1, 2003. It is recommended that an implementation schedule include a needs assessment and timelines for evaluation, revision, completion and approval dates. Plan maintenance. The quality faculty committee shall submit proposed plan modifications to the board of directors for consideration and approval. It is recommended that the plan be updated at least annually.

(2) A determination of the faculty and staff to be included in the plan including, but not limited to, all instructors teaching college credit courses, counselors, and media specialists.

(2) (3) Orientation for new faculty. It is recommended that new faculty orientation be initiated within six months from the hiring date. It is recommended that the orientation of new faculty be flexible to meet current and future needs and provide options other than structured college courses for faculty to improve teaching strategies, curriculum development and evaluation strategies. It is recommended that the college consider developing a faculty mentoring program.

~~(3)~~ (4) Continuing professional development for faculty. It is recommended that the plan clearly specify required components including time frame for continuing professional development for faculty. It is recommended that the plan include the number of hours, courses, workshops, professional and academic conferences or other experiences such as industry internships, cooperatives and exchange programs that faculty may use for continuing professional development. It is recommended that the plan include prescribed and elective topics such as discipline-specific content and educational trends and research. Examples of topics that may be considered include dealing with the complexities of learners, skills in teaching adults, curriculum development, assessment, evaluation, enhancing students' retention and success, reaching nontraditional and minority students, improving skills in implementing technology and applied learning, leadership development, and issues unique to a particular college. ~~The plan may be inclusive for all college staff, including adjunct and part-time faculty.~~ The institutional quality faculty plan shall include professional development components for all instructional staff, counselors, and media specialists, and may include reciprocity features that facilitate movement from one college to another.

~~(4)~~ (5) Procedures for accurate record keeping and documentation for plan monitoring. It is recommended that the plan identify the college officials or administrators responsible for the administration, record keeping and ongoing evaluation and monitoring of the plan. It is recommended the plan monitoring, evidence collected, and records maintained showing implementation of the plan be comprehensive in scope. It is recommended that the plan provide for the documentation that each faculty member appropriately possesses, attains or progresses toward attaining minimum competencies.

~~(5)~~ (6) Consortium arrangements where appropriate, cost-effective and mutually beneficial. It is recommended that the plan provide an outline of existing and potential consortium arrangements including a description of the benefits, cost-effectiveness, and method of evaluating consortium services.

~~(6)~~ (7) Specific activities that ensure that faculty attain and demonstrate instructional competencies and knowledge in their subject or technical areas. It is recommended that the plan

identify faculty minimum competencies and explain the method or methods of determining and assessing competencies. It is recommended that the plan contain procedures for reporting faculty progress. It is recommended that faculty be notified at least once a year of their progress in attaining competencies. It is recommended that the plan include policies and provisions for length of provisional status for faculty who do not meet the minimum standards in Iowa Code section 260C.48, ~~as amended by 2002 Iowa Acts, House File 2394~~. It is recommended that provisional status of individual faculty members not exceed five years.

(7) (8) Procedures for collection and maintenance of records demonstrating that each faculty member has attained or documented progress toward attaining minimum competencies. It is recommended that the plan specify data collection procedures that demonstrate how each full-time faculty member has attained or has documented progress toward attaining minimum competencies. It is recommended that the plan incorporate the current department of education management information system data submission requirements by which each college submits complete human resources data files electronically as a part of the college's year-end reporting.

(8) (9) Compliance with the faculty accreditation standards of the North Central Association of Colleges and Schools and with faculty standards required under specific programs offered by the community college that are accredited by other accrediting agencies. It is recommended that the plan provide for the uniform reports with substantiating data currently required for North Central Association of Colleges and Schools accreditation.

~~b. Between July 1, 2003, and June 30, 2006, the department of education shall review the plan and conduct on-site visits to ensure each community college's compliance and progress in implementing a quality faculty plan. At a minimum, the department shall visit five community colleges each year until the department has conducted on-site visits at 15 community colleges. The colleges will be given at least a 30-day notice of an on-site visit with a written explanation of materials that will be requested prior to and during the visit. The colleges shall provide information deemed necessary by the department. The department shall review the following:~~

c. The department of education shall notify the community college when the department requires a modified quality faculty plan be submitted. The department shall review the plan during

the state accreditation on-site visits to ensure each community college's compliance and progress in implementing a quality faculty plan as approved by the local board of directors. The department shall review the following:

- (1) Documents submitted by the college that demonstrate that the plan includes each component required by paragraph 21.3(6)"a."
- (2) Documentation submitted by the college that the board of directors approved the plan.
- (3) Documentation submitted by the college that the college is implementing the approved plan, including, but not limited to, ~~evidence that the college is meeting the implementation schedule and time frames outlined in the plan;~~ evidence of plan monitoring, evaluation and updating; evidence that the faculty has attained, or is progressing toward attaining, minimum competencies and standards contained in Iowa Code section 260C.48 as amended by 2002 Iowa Acts, House File 2394; 2008 Iowa Acts, House File 2679 and 2007 Iowa Acts, Senate File 588; evidence that faculty members have been notified of their progress toward attaining minimum competencies and standards; and evidence that the college meets the minimum accreditation requirements for faculty required by the North Central Association of Colleges and Schools.
- (4) Documentation that the college administration encourages the continued development of faculty potential as defined in 2002 Iowa Acts, House File 2394, section 5 Iowa Code Supplement section 260C.36 as amended by 2008 Iowa Acts, House File 2679.

(5) Documentation of the human resources report submitted by the college through the department's community college management information system. ~~Following the on-site visit to each community college, the department shall submit a report summarizing the department's findings to the community college. This report will indicate the college's compliance and progress in implementing the faculty plan and include any suggested improvements and recommendations. All colleges will have received on-site visits and reports summarizing such visits by July 1, 2006.~~

ITEM 6. Amend subrule **21.3(7)** as follows:

21.3(7) Faculty salary allocation plan. Pursuant to the appropriation to the department of funds from the state general fund to the department for the purpose of supplementing community

college faculty salaries, the department follows the formula herein when distributing such funds to community colleges.

a. For purposes of this subrule, the following definitions apply.

(1) "Full-time faculty" means those nonadministrative instructors, counselors, and librarians who are classified as full-time employees as defined in the college's collective bargaining agreement or written policy.

(2) "Part-time faculty" means those nonadministrative instructors, counselors, and librarians who are employed less than full-time as defined in the college's collective bargaining agreement or written policy and who are covered by the college's collective bargaining agreement. For purposes of the definition of "eligible full-time equivalent instructor," each part-time faculty person shall be counted as a fraction that accurately reflects the person's percentage of employment by the college when compared to a full-time faculty person.

(3) "Temporary/seasonal faculty" means those nonadministrative instructors, counselors, and librarians who are employed, full-time or part-time, by the college for short periods of time for specific purposes.

(4) "Adjunct faculty" means those nonadministrative instructors, counselors, and librarians who are employed without a continuing contract, whose teaching load does not exceed one-half time for two full semesters or three full quarters per calendar year.

(5) "Eligible full-time equivalent instructor" means the total of full-time faculty and part-time faculty where each full-time faculty counts as one, and each part-time faculty counts as a fraction that accurately reflects the person's percentage of employment by the college when compared to a full-time faculty person.

b. The appropriation shall be distributed to the community colleges based on their proportional share of ~~salary expenditures recorded in the instructional and instructional part-time categories and incurred in the liberal arts and sciences and vocational technical functions.~~ Salary expenditures for staff classified by the college as temporary/seasonal or as adjunct shall not be included in the ~~eligible expenditures when calculating the distribution~~ eligible full-time equivalent instructors.

c. to e. No change.

ITEM 7. Amend rule **281—21.31(321J)** as follows:

281—21.31(321J) Course. A course provided according to this chapter shall be offered on a regular basis at each community college or by a substance abuse treatment program licensed under Iowa Code chapter 125, and may be offered at a state correctional facility listed in Iowa Code section 904.102. However, a community college shall not be required to offer the course if a substance abuse treatment program licensed under Iowa Code chapter 125 offers the course within the merged area served by the community college.

Enrollment in the course is not limited to persons ordered to enroll, attend, and successfully complete the course required under Iowa Code sections 321J.1 and 321J.17, subsection 2. However, any person under the age of 18 who is required to attend the courses for violation of Iowa Code section 321J.2 or 321J.17 must attend a course offered by a substance abuse treatment program licensed under Iowa Code chapter 125.

Any instructional course shall be approved by the department of education in consultation with the community colleges, and substance abuse treatment programs licensed under Iowa Code chapter 125, the Iowa department of public health, and the Iowa department of corrections.

Each course of instruction shall establish the following:

1. to 5. No change.

ITEM 8. Amend rule **281—21.32(321J)** as follows:

281-21.32(321J) Tuition fee established.

1. Each person enrolled in an instructional course for drinking drivers shall pay to the community college, ~~or to a substance abuse treatment program licensed under Iowa Code chapter 125, or a state correctional facility~~ a tuition fee of \$85 for the approved 12-hour course, plus a reasonable book fee or \$185 for the court-ordered approved 28-hour weekend course, plus a reasonable book fee. For the court-ordered approved 28-hour weekend course, the community college or the substance abuse treatment program licensed under Iowa Code chapter 125 shall set a reasonable fee for lodging, meals, and security.

2. A person shall not be denied enrollment in a course by reason of a person's indigency. For court-ordered placement, the court shall determine a person's indigency. In all other instances, the community college, ~~or the substance abuse treatment program licensed under Iowa Code chapter 125, or state correctional facility~~ shall determine indigence upon application.

ITEM 9. Amend **281—Chapter 21**, Division III, implementation sentence, as follows:

The rules in this division are intended to implement Iowa Code section 321J.22 as amended by ~~2003 Iowa Acts, chapter 180, section 60~~ 2008 Iowa Acts, House File 2651, section 16.

ITEM 10. Amend rule **281—24.3(260C)**, definition of "Instructors meeting minimum requirements," as follows:

"Instructors meeting minimum requirements." A community college instructor meeting the minimum requirements of Iowa Code Supplement section 260C.48, ~~subsection 1, 260C.48(1) as amended by 2008 Iowa Acts, House File 2679, is a full-time instructor~~ an instructor under contract for at least half-time or more teaching college credit courses. Beginning July 1, 2011, a community college instructor meeting the minimum requirements is an instructor teaching college credit courses. Credit courses shall meet requirements as specified in rule 281—21.2(260C), and meet program requirements for college parallel, career and technical education, and career-option programs as specified in rule 281—21.4(260C) and Iowa Code chapter 260C.

ITEM 11. Amend rule **281—24.5(260C)** as follows:

281—24.5(260C) Accreditation components and criteria—additional state standards. To be granted accreditation by the state board of education, an Iowa community college must also meet ~~four~~ five additional standards pertaining to minimum standards for faculty; faculty load; special needs; and vocational education evaluation; and quality faculty plan.

24.5(1) Faculty. ~~Community college-employed instructors teaching full-time in career and technical education and arts and sciences, in accordance with Iowa Code section 260C.48, subsection 1, shall meet, at a minimum, the following requirements: Community college-employed instructors who are under contract for at least half-time or more, and by July 1, 2011, all instructors who teach in career and technical education or arts and sciences shall meet minimum standards. In accordance with Iowa Code Supplement section 260C.48(1) as amended~~

by 2008 Iowa Acts, House File 2679, standards shall at a minimum require that community college instructors who are under contract for at least half-time or more, and by July 1, 2011, all instructors meet the following requirements:

a. and b. No change.

c. ~~Full-time developmental~~ Developmental education and adult education instructors employed half-time or more may or may not meet minimum requirements depending on their teaching assignments and the relevancy of standards to the courses they are teaching and the transferability of such courses. If instructors are teaching credit courses reported in arts and sciences or career and technical education, it is recommended that these instructors meet minimum standards set forth in 281- subrule 21.3 (1), paragraph "a" or "b." By July 1, 2011, all instructors teaching credit courses shall meet minimum standards.

24.5(2) Faculty load.

a. No change.

b. *Career and technical education.* The full-time teaching load of an instructor in career and technical education programs shall not exceed 6 hours per day, and an aggregate of 30 hours per week or the equivalent. An instructor may also teach the equivalent of an additional 3 credit hours, provided the instructor consents to this additional assignment. When the teaching assignment includes classroom subjects (nonlaboratory), consideration shall be given to establishing the teaching load more in conformity with that of paragraph 24.5(2) "a."

24.5(3) No change.

24.5(4) ~~Vocational~~ Career and technical education evaluation. The community college vocational career and technical program review and evaluation system must ensure that the programs:

a. to g. No change.

ITEM 12. Adopt the following new subrule 24.5(5):

24.5(5) Quality faculty plan. The community college shall establish a quality faculty committee consisting of instructors and administrators to develop and maintain a plan for hiring and developing quality faculty. The committee shall have equal representatives of arts and sciences

and career and technical faculty with no more than a simple majority of members of the same gender. Faculty shall be appointed by the certified employee organization representing faculty, if any, and administrators shall be appointed by the college's administration. If no faculty-certified employee organization representing faculty exists, the faculty shall be appointed by administration pursuant to Iowa Code section 260C.48(4). The committee shall submit the plan to the board of directors for consideration, approval and submittal to the department of education.

a. For purposes of this subrule, the following definitions shall apply.

(1) "Counselor" means those who are classified as counselors as defined in the college's collective bargaining agreement or written policy.

(2) "Media specialist" means those who are classified as media specialists as defined in the college's collective bargaining agreement or written policy.

b. The institutional quality faculty plan is applicable to all community college-employed faculty teaching college credit courses, counselors, and media specialists. The plan requirements may be differentiated for each type of employee. The plan shall include, at a minimum, each of the following components:

(1) Plan maintenance. The quality faculty committee shall submit proposed plan modifications to the board of directors for consideration and approval. It is recommended that the plan be updated at least annually.

(2) A determination of the faculty and staff to be included in the plan including, but not limited to, all instructors teaching college credit courses, counselors, and media specialists.

(3) Orientation for new faculty. It is recommended that new faculty orientation be initiated within six months from the hiring date. It is recommended that the orientation of new faculty be flexible to meet current and future needs and provide options other than structured college courses for faculty to improve teaching strategies, curriculum development and evaluation strategies. It is recommended that the college consider developing a faculty mentoring program.

(4) Continuing professional development for faculty. It is recommended that the plan clearly specify required components including time frame for continuing professional development for faculty. It is recommended that the plan include the number of hours, courses, workshops,

professional and academic conferences or other experiences such as industry internships, cooperatives and exchange programs that faculty may use for continuing professional development. It is recommended that the plan include prescribed and elective topics such as discipline-specific content and educational trends and research. Examples of topics that may be considered include dealing with the complexities of learners, skills in teaching adults, curriculum development, assessment, evaluation, enhancing students' retention and success, reaching nontraditional and minority students, improving skills in implementing technology and applied learning, leadership development, and issues unique to a particular college. The institutional quality faculty plan shall include professional development components for all instructional staff, counselors, and media specialists and may include reciprocity features that facilitate movement from one college to another.

(5) Procedures for accurate record keeping and documentation for plan monitoring. It is recommended that the plan identify the college officials or administrators responsible for the administration, record keeping and ongoing evaluation and monitoring of the plan. It is recommended the plan monitoring, evidence collected, and records maintained showing implementation of the plan be comprehensive in scope. It is recommended that the plan provide for the documentation that each faculty member appropriately possesses, attains or progresses toward attaining minimum competencies.

(6) Consortium arrangements where appropriate, cost-effective and mutually beneficial. It is recommended that the plan provide an outline of existing and potential consortium arrangements including a description of the benefits, cost-effectiveness, and method of evaluating consortium services.

(7) Specific activities that ensure that faculty attain and demonstrate instructional competencies and knowledge in their subject or technical areas. It is recommended that the plan identify faculty minimum competencies and explain the method or methods of determining and assessing competencies. It is recommended that the plan contain procedures for reporting faculty progress. It is recommended that faculty be notified at least once a year of their progress in attaining competencies. It is recommended that the plan include policies and provisions for length

of provisional status for faculty who do not meet the minimum standards in Iowa Code section 260C.48. It is recommended that provisional status of individual faculty members not exceed five years.

(8) Procedures for collection and maintenance of records demonstrating that each faculty member has attained or documented progress toward attaining minimum competencies. It is recommended that the plan specify data collection procedures that demonstrate how each full-time faculty member has attained or has documented progress toward attaining minimum competencies. It is recommended that the plan incorporate the current department of education management information system data submission requirements by which each college submits complete human resources data files electronically as a part of the college's year-end reporting.

(9) Compliance with the faculty accreditation standards of the North Central Association of Colleges and Schools and with faculty standards required under specific programs offered by the community college that are accredited by other accrediting agencies. It is recommended that the plan provide for the uniform reports with substantiating data currently required for North Central Association of Colleges and Schools accreditation.

c. The department of education shall notify the community college when the department requires a modified quality faculty plan be submitted. The department shall review the plan during the state accreditation on-site visits to ensure each community college's compliance and progress in implementing a quality faculty plan as approved by the local board of directors. The department shall review the following:

(1) Documents submitted by the college that demonstrate that the plan includes each component required by paragraph "b" of this subrule.

(2) Documentation submitted by the college that the board of directors approved the plan.

(3) Documentation submitted by the college that the college is implementing the approved plan, including, but not limited to, evidence of plan monitoring, evaluation and updating; evidence that the faculty has attained, or is progressing toward attaining, minimum competencies and standards contained in Iowa Code section 260C.48 as amended by 2008 Iowa Acts, House File 2679 and 2007 Iowa Acts, Senate File 588; evidence that faculty members have been notified of

their progress toward attaining minimum competencies and standards; and evidence that the college meets the minimum accreditation requirements for faculty required by the North Central Association of Colleges and Schools.

(4) Documentation that the college administration encourages the continued development of faculty potential as defined in Iowa Code Supplement section 260C.36 as amended by 2008 Iowa Acts, House File 2679.

(5) Documentation of the human resources report submitted by the college through the department's community college management information system.